THE ARMY SCHOOL SYSTEM (TASS)

TASS – ISE(Institutional Self Evaluation) Briefing

SGM Opanowski – NCOIC ISE Team 11th BN

MSG Coventry – ISE Team Member

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AGENDA

- **ISE MISSION**
- **TEAM MEMBERS/ RESPONSIBILITIES**
- **ACTIVITIES OF ISE TEAM**
- **CRITICAL FACTORS IN BUILDING TEAM**
- **CHALLENGES**
- **IMPLEMENTATION**
- **HELPFUL IDEAS**

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PURPOSE

The purpose of the ISE team is to maintain the Institutions focus on quality assurance and environment of encouraging everyone to contribute to the organizations success.

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ISE MISSION

- Identify specific problems that can have an impact on training or a soldiers welfare and take corrective actions to resolve these problems

- Conduct training at each site to ensure that all site managers and instructors are aware of the problems found at the site and instructed on how to avoid these specific problems in the future

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ISE MISSION

- **ASSESSMENT TOOL USED BY THE COMMANDER TO ENSURE THAT TRAINING IS BEING CONDUCTED TO STANDARD.**

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ORGANIZATION

COMMANDER: MAJ MICHAEL R. CORRIVEAULT, QM, USAR

CSM: RICHARD BEAN

SSA: MR. EUGENE DUNN

BN S3: MAJ MARY FINNEGAN, AN, USAR/MAJ ROBERT MOGOLLON, MSC, USAR

ISE MEMBERS: SGM OPANOWSKI, MSG COVENTRY

TITLE XI: MSG SWAIN, SFC SIMMONS

ALL SITE MANAGERS AND INSTRUCTORS

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RESPONSIBILITIES

COMMANDER:

1. APPOINTS A TEAM

2. FORMULATE THE METL-SCHOOL'S SOP

3. ADDRESSES ISSUES AS APPROPRIATE AND FORWARDS UNRESOLVED ISSUES TO HIGHER HQ

4. FUNDS THE COST OF THE ISE VISITS

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RESPONSIBILITIES

ISE TEAM MEMBERS:

1. MEET ANNUALLY TO DISCUSS FINDINGS AND SUGGESTIONS – MANDATORY INSTRUCTOR WEEKEND, CONFERENCE CALLS

2. REVIEW THE PREVIOUS YEAR'S AAR

3. MAKE PROJECTIONS OF THE FUTURE – 91W TRANSITION COURSES NON- ACCREDITED, BUT STILL MAINTAINED TO TRADOC/ AMEDD STANDARDS

4. IDENTIFY CHALLENGES – PRE-EXECUTION CHECKLIST, COUNSELLING, UPDATING SOP'S, FOLLOWING UP ON COMPLIANCE FROM SITE MANAGERS AND INSTRUCTORS AFTER SITE VISIT

5. PREPARES A WRITTEN REPORT OF FINDINGS AND MAKES RECOMMENDATIONS

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RESPONSIBILITIES

- **TITLE XI'S:**
- **HELP IDENTIFY TRAINING PROBLEMS – EQUIPMENT, REFERENCES**
- **MAINTAIN A WORKING RELATIONSHIP WITH FUNCTIONALLY ALIGNED TASS TRAINING BN AND PROPONENT SCHOOL - NETWORKING**
- **CONDUCT EVAULATIONS THROUGHOUT THE YEAR UTILIZING THE ACCREDITATION STANDARDS CHECKLIST AND REPORT FINDINGS**
- **OVERSEE THE INSTRUCTOR PROGRAM**

RESPONSIBILITIES

COURSE MANAGERS AND SUPPORTING CAST MUST KNOW THEIR RESPONSBILITIES

The Course Managers and the supporting cast, in conjunction with the Bn S-3, are responsible for the overall management, supervision and the operation of the course. They must ensure that the course content is taught in a professional manner at all times. The Course Managers will ensure each training site meets all the criteria concerning student and course administration

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ACTIVITIES THE ISE TEAM PERFORMS

1. CONDUCTS AND COORDINATES ASSISTANCE VISITS TO ALL THEIR SCHOOLS
2. PROVIDES TASS TRAINING BRIGADES, BATTALIONS AND DETACHMENTS ASSISTANCE AS REQUESTED IN THE SELF EVALUATION
3. MAINTAIN ACCREDITATION STANDARDS WITHIN TASS SCHOOLS IAW STANDARDS LIST
4. FORWARD COMPLETED ACCREDITATION REPORTS, TO INCLUDE SUMMARY, CHECKLIST AND NOTES TO CHECKLIST
5. ENSURE HIGH QUALITY, RELEVANT TRAINING COURSES
6. ENSURES THAT ISSUES ARE BROUGHT TO THE ATTENTION OF THE TRAINING CHAIN OF COMMAND

CRITICAL FACTORS IN START UP OF AN ISE TEAM

HOW TO GET STARTED

1. COMMAND EMPHASIS – MUST HAVE SUPPORT FROM THE COMMAND

2. COMMITMENT FROM THE UNIT

3. LOCATE REFERENCES – 350-18 PAGE 61

4. DEVELOP GUIDELINES

5. CREATE DOCUMENTATION TOOLS

6. SELECTION OF TEAM MEMBERS – SUBJECT MATTER EXPERTS

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CHALLENGES OF CONDUCTING THE ISE TEAM

1. FUNDING
2. UNIT SCHEDULE/CALENDAR
3. REFERENCES – NOT UNDERSTANDING 350-18
4. SUPPORT/NONSUPPORT OF COMMANDER
5. LACK OF LESSONS LEARNED – BN ISE/BDE TIGER TEAM
6. LOCATION

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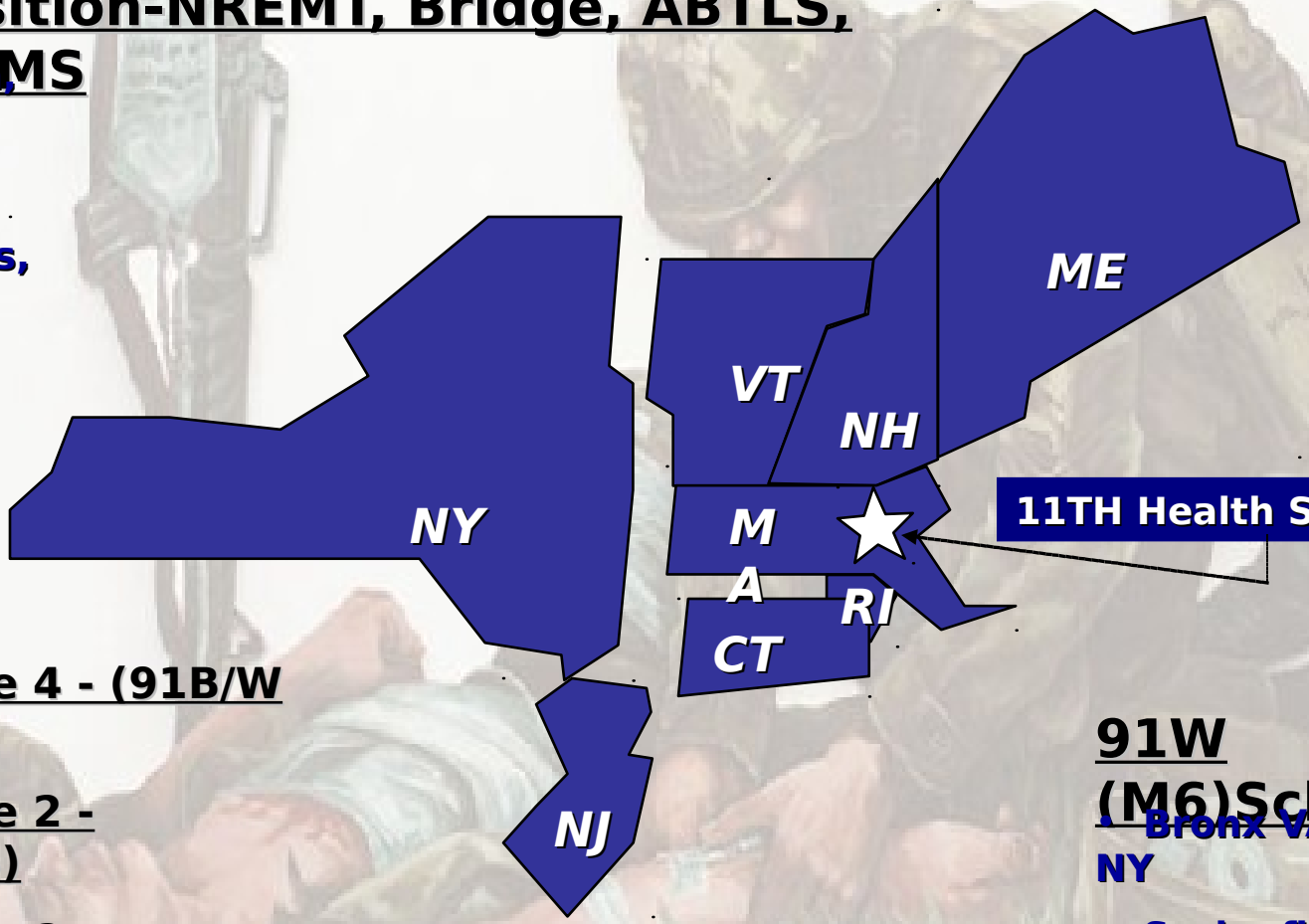
OUR TASS AREA REGION A

91W Transition-NREMT, Bridge, ABTLS, Trauma, AIMS

- Fort Hamilton, NY
- Albany, NY
- Niagara Falls, NY
- Devens, MA
- Fort Drum
- Fort Dix



BNCOC Phase 4 - (91B/W Only)

BNCOC Phase 2 - (91B/W/WM6)

- Devens, MA

ANCOC Phase 2 - (91B/W/D/WM6)

91W (M6)School

- Bronx VA, NY
- Springfield, MA
- Taunton, MA

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REFERENCES TO IMPLEMENTATION

1. TR 350-18 is the source
2. Use of TRADOC Accreditation Standards List with references – conduct of training and training support checklists
3. Standardization of records
    A. Student Records
    B. Class File
    C. Student Dismissals
4. Counseling

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STUDENT FILE FOLDER LAYOUT

(91W Transition/NCOES)

****91WM6 is 6 sided****

LEFT SIDE

- **STUDENT FILE LISTING PAGE**
- **PRIVACY ACT STATEMENT**
- **STUDENT LEADERSHIP EVALUATIONS**
  - REQUIRED FOR NCOES
- **COUNSELING RECORD**
  - DA FORM 4856
- **STUDENT ACTION REPORTS**
- **ANY PERTINENT STUDENT INFO**
  - 1. STUDENT DISMISSAL MEMOS
  - 2. CERTIFIED MAIL RECEIPTS
  - 3. STUDENT LETTERS

RIGHT SIDE

- **AER 1059 FILE COPY**
  - UPON GRADUATION
- **REGISTRATION DATA SHEET**
- **TDY ORDERS (IDT / AT) IF APPLICABLE**
  - REQUIRED FOR ANNUAL TRAINING
- **PRE-EXECUTION CHECKLIST**
- **HEIGHT & WEIGHT STATEMENT**
  - Body Fat Sheet as applicable
- **TIME IN SERVICE DATA IF APPLICABLE (Copy of ID Card, Contract/extension)**
- **MMRB RESULT w DA FORM 3349**
  - ONLY AS APPLICABLE & over 40 Physical/SF88 & profiles
- **STUDENT ENROLLMENT WAVIERS**
- **COURSE SPECIFIC DATA**
  - 1. GRADE PLOTTER
  - 2. OTHER COURSE REQUIREMENTS (**DA 1059's & CPR/BLS Cards**)

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STUDENT FILE FOLDER LAYOUT
91WM6

SIDE 1 (Chronological)	SIDE 2 (Chronological)	SIDE 3 (Chronological)	SIDE 4 (Chronological)	SIDE 5 (Chronological)	SIDE 6 (Chronological)
1. This Sheet 2. Student Folder Checklist 3. Pre-Execution Checklist- **completed** 4. Waivers 5. M6 Application 6. Letter of Recommendation 7. Personal Interview 8. 91B Diploma 9. H.S. Diploma or Transcripts 10. 2-1 11. 2A 12. SF88/Physical(**dated 1 year within start date**) 13. Psychcorp Results 14. Good Moral Character Counseling 15. Copy of Army ID Card/ Enlistment Contract	1. BLS Card/Proof 2. Weigh In Sheets (Q6-months)	1. Immunization Record 2. Lab Results 3. Infection Control	1. Inprocessing Check Sheets 2. Hand Receipt for Books 3. Clothing Sheets	1. Skills Book- At end of Program 2. Privacy Act Information 3. M6 Transcript – upon graduation 4. Grade Report Sheet 5. DA 1059/AT Orders	1. Student Responsibilities 2. DA4856's 3. Student Action Reports 4. Termination Letter with counseling 5. Pregnancy Statement/waste gas exposure **(females only)**

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STUDENT FILE LABLES

USE AVERY LABELS 1” X 4”
(AVERY 5161)

File Number

Fiscal Year

351a ARMY, John 000-00-000 (20
91W NREMT BRIDGE, CLASS 001, DEVENS, MA (IDT

Course Location

IDT or AT

OTHER COURSE TITLES

91W NREMT-B Phase 2	BNCOC
TRAMUA AIMS Phase 2	ANCOC
BNCOC Phase 4	BTLS-Advance
PHTLS-Advance	91WM6

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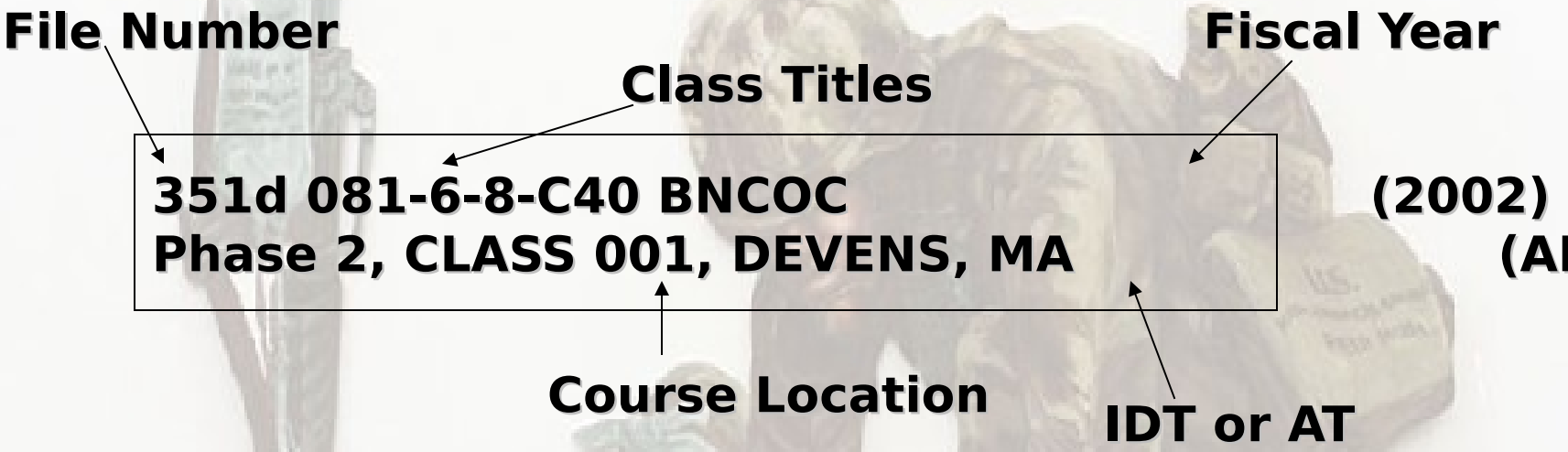
CLASS FILE LABLES

USE AVERY LABELS 1” X 4”
(AVERY 5161)



OTHER COURSE TITLES

91W NREMT-B	BNCOC Phase 2
TRAMUA AIMS	ANCOC Phase 2
BNCOC Phase 4	BTLS-Advance
PHTLS-Advance	91WM6

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CLASS FILE FOLDER LAYOUT

(MINIMUM REQUIRED ITEMS)

1. ROSTER OF STUDENTS ENROLLED
2. CURRENT ATRRS ROSTER
3. COURSE TRAINING SCHEDULE
4. AGGREGATE ROSTER (IDT ONLY)
5. FORSCOM FORM 270-R
6. STUDENT ALERT ROSTER
7. STUDENT DENIED ENROLLMENT MEMOS
8. INSTRUCTOR ALERT ROSTERS
9. ROSTER OF GRADUATES
10. OTHER INFORMATION CONCERNING THE SITE (Set the Tabs up IAW the Bn. SOP)

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RECOMMENDATIONS TO OTHER TASS SCHOOLS

1. Must have support of your command
2. Report findings to other unit members
3. Get funding
4. Have prepared instructors
5. Request waivers if needed and know who to send them to
6. Must involve the Title XI
7. Utilize the Title XI for pre-review before the inspection team arrives
8. Be aware of which issues you can solve and which need to be forwarded up he chain of command

CONCLUSION

EVERY YEAR IS AN ACCREDITATION YEAR

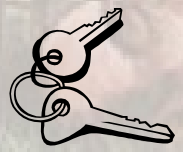
YOUR HARD WORK WILL BE MONEY IN THE BANK

ENFORCE THE ARMY SCHOOL SYSTEM (TASS) STANDARD

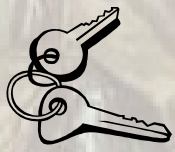
ESTABLISH BN SOP & POLICIES

KNOW THE STANDARD

KNOW TR 350-18



YOUR ATTENTION TO THE DETAILS ALONG WITH THE PROPER FOLLOW-UP TOWARD SOLVING PROBLEMS WILL BE YOUR KEYS TO SUCCESS



POC

- SGM OPANOWSKI- 518-496-4699
  jerry.opanowski@us.army.mil

- MSG COVENTRY-315-539-0956
  charles.p.coventry@us.army.mil

- AC/RC ADVISORS- MSG SWAIN/
  SFC SIMMONS-1-800-554-7813
  EXT.3884 DSN-256-3884

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QUESTIONS

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